

# BEAVERTON POLICE DEPARTMENT

# GENERAL ORDER

NUMBER: 17.04.00  
SUBJECT: PERSONNEL CALL-OUT  
EFFECTIVE: AUGUST 1, 1999  
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. PURPOSE. To establish a procedure for those situations that require additional police personnel other than those scheduled on-duty. To establish the level of need based on the situation.
2. PROCEDURE. The highest ranking officer on-duty is expected to evaluate a situation which requires additional personnel and determine the level of need.
3. LEVELS OF UNIFORM OFFICER CALL-OUT.
  - A. Level 1: includes those situations where the need could be filled by holding a shift over and/or calling in the next shift early, i.e., serious accident or a minor civil disturbance. A supervisor or the Chief may or may not be notified.
  - B. Level 2: includes a Level 1 incident on a larger scale, and could include serious incidents such as barricaded subjects, major crimes, or aircraft accidents. A supervisor and the Chief of Police are to be notified, and additional supervisory personnel will respond. Mutual aid agreements may be relied upon to obtain assistance from other police agencies.
  - C. Level 3: the Department is activated to respond with other agencies to respond to major man-made or natural disasters. During such situations, duty may be around the clock, with no one going home. The ranking officer on duty will obtain the assistance of additional personnel, based on the level of need, by relying on the following personnel resources:
    1. Hold over on-duty personnel.
    2. Call in the next shift early.
    3. Call back individual personnel on the departmental roster. Those who live closest should be called first to minimize response time.
    4. Mutual aid arrangements with other agencies and resources available through other agencies are set forth in the Contingency Plan Manual. The ranking officer shall consider requests for outside assistance, and may make such a request if appropriate or efficient, regardless of the level of need.

The person(s) calling personnel shall keep a record of who is called and the time they are called, and submit this record to the Chief of Police.

When the police department is in an emergency mode, no employee may be relieved without the permission of the highest ranking officer on-duty.

The officer in charge shall appoint a person to supply personnel with food and supplies. The officer in charge shall appoint a person to be responsible to notify the families of the Department members involved.

4. **CRIMINAL INVESTIGATION UNIT PERSONNEL CALL-OUT.** The supervisor and sworn members of the criminal investigation unit will be available to respond to priority one calls when the patrol units are being utilized for unexpected major events including, but not limited to, floods, wind storms, riots, etc. Members may also be utilized during planned tactical and community events.
  - A. The criminal investigation supervisor will provide the dispatch system with a roster of personnel available to be dispatched.
  - B. Members will wear uniforms or clothing that will identify them as police officers.
  - C. Marked vehicles will be utilized if available.
5. **SPECIAL TEAM CALL-OUT.** The call-out of a special team to accomplish a department mission or supplement a level of uniform officer call-out can be approved by a supervisor. The call-out of a special team to assist an outside agency requires the approval of the Chief of Police via the chain of command.
- 6.. **NOTIFICATION OF THE CHIEF OF POLICE.** Supervisory officers are responsible for notifying the Chief of Police, via the chain-of-command, whenever one of the following incidents occurs. If specific officers in the chain of command are unavailable, the on-duty supervisor shall personally contact the Chief of Police.
  - A. A member of the Department is killed or injured and hospitalized.
  - B. An immediate family member of a Department member is killed or seriously injured.
  - C. A City official is killed or seriously injured, either within the City or elsewhere, and when any other public official is killed or seriously injured within the jurisdiction.
  - D. The filing of a complaint of serious misconduct against a member of the department.
  - E. The arrest of a member of the Department.

- F. Criminal accusation against a governmental official, or the arrest of a governmental official or a member of his/her immediate family.
- G. Serious injury requiring hospital treatment of a person placed under arrest.
- H. Homicide or possible fatal injuries to the victim of a crime.
- I. Kidnapping.
- J. Bombing.
- K. Sniping.
- L. Barricaded person.
- M. Hostages being held.
- N. Shooting in which a member of the Department is involved.
- O. Death or serious injury resulting from an accident in which a police vehicle is involved.
- P. A major civil or criminal disturbance requiring police response.
- Q. In addition, the Chief of Police is to be informed of anything which, in the judgment of a shift supervisor, should be brought to his attention, including for example, politically sensitive incidents, and unusual or spectacular incidents of high public interest.

\_\_\_\_\_  
Chief of Police      Date